

1/26/2007

Exhibit No. 19

Date 1-26-07

Bill No. SB-113

1-0350.00 OUT-OF-STATE TRAVEL GUIDELINES

Meal allowance and lodging reimbursement for out-of-state travel follows federal guidelines, as established in Section 2-18-501(2), MCA. The federal schedules are available in the Department of Administration or through the Internet as follows:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?programId=9704&channelId=-15943&oid=16365&contentId=17943&pageTypeId=8203&contentType=GSA_BASIC&programPage=%2Fep%2Fprogram%2FgsaBasic.jsp&P=MTT

This Internet site also provides links to other travel information including the Federal Discount Lodging Directory and other listings of hotels and motels that accept the federal per diem rates in all the states as well as many foreign countries. The listings provide other information about the lodging facilities including addresses and telephone numbers. The links are shown on the bottom half of the web page, a copy of which is included in Attachment B to these policies.

The federal rates change periodically, and the Department of Administration will notify agencies when these changes occur.

1-0350.10 OUT-OF-STATE TRAVEL - MEAL ALLOWANCE RATES

Meal allowances for out-of-state travel are equal to the maximum standard federal rate (or CONUS per diem rate) per meal. Although the federal schedules provide for higher meal allowances in specific locations, Section 2-18-501(2)(b), MCA, as amended, does not allow you to use anything other than the standard or CONUS per diem rate. Unlike the out-of-state lodging reimbursement rates, it was not the intent of the legislature to allow out-of-state meal allowances to vary by location. Rates are established for morning, midday, and evening meals, corresponding to the time frames discussed in 1-0320.20. Because the individual meal rates are not included in the Internet site information, the Department of Administration will provide updates to those rates as they occur. The current standard federal per diem rate per meal is as follows:

Morning meal	\$ 7
Midday meal	\$ 11
Evening meal	<u>\$ 18</u>
Total per day	<u>\$ 36</u>

1-0350.20 OUT-OF-STATE TRAVEL - LODGING REIMBURSEMENT RATES

The maximum lodging reimbursement for out-of-state travel is the maximum federal rate per day for the location involved, plus the taxes on the allowable cost. Reimbursement is at the standard federal rate unless the area or location is listed in the federal schedules with a specific maximum lodging rate that is higher than the standard.

Out-of-state lodging reimbursement includes the taxes on the allowable cost. If your actual out-of-state lodging rate is equal to or less than the maximum federal per diem rate for that area, you receive reimbursement for all taxes. However, if your actual lodging rate is higher than the maximum federal per diem rate for that area